

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Grants Manager

Position Number: 691XXXXX

Location: Helena

Department: DPHHS

Division and Bureau: Director's Office **Section and Unit:** Prevention Resource Center

Job Overview: This position is the Grant Manager for the Children's Trust Fund (CTF). This trust fund services as the lead agency in reducing and ultimately eliminating maltreatment of Montana children. Responsibilities of this position include: 1) Develops and disseminates annual program selection information such as Requests for Proposals; 2) Instructs and trains current and potential grantees on application procedures, grant guidelines, and work plan development; 3) Summarizes grantee quarterly reports, and writes and submits Annual Progress Reports as required by the CTF Board and Federal Grant requirements.

Essential Functions (Major Duties or Responsibilities):

A. Grant Administration

50%

- Develops and disseminates annual program selection information, i.e., Requests for Proposals (RFPs), Calls for Abstracts, Calls for Mini Grants to local non-profit organizations to select potential service providers for the CTF grant recipients.
- Researches, examines, provides technical assistance on program, statistical and financial grant elements and upon CTF Board request makes selection and funding recommendations for grant awards.
- Instructs and trains current and potential grantees on application procedures, grant guidelines, and work plan development.
- Plans, organizes, and provides updates during Annual Grantee meetings at CTF Board request.
- Submits grant award or rejection letters to individual grantees.
- Collaborates with others, as required, to develop contracts (including modifications) for each grantee ensuring the goals, objectives, and financial elements are accurate.
- Ensures contract language is in compliance with state and federal guidelines and individual grant requirements.
- In concert with DPHHS Fiscal Services and Director's Office fiscal staff, analyzes and monitors CTF Board-approved budgets to ensure compliance with state and federal regulations, and grant program finance requirements.
- Writes the annual federal Community-Based Grant for the Prevention of Child Abuse and Neglect under the supervision of the Prevention Resource Center Director.

- Coordinates and staffs CTF Board quarterly meetings and other meetings as needed by the CTF Board. Provide technical assistance to the CTF Board on a variety of issues and/or special projects as necessary

B. Grant Program Development and Monitoring

50%

- Performs on-site program visits biannually to grantees to provide technical assistance and to evaluate service delivery and effectiveness, program expansion/contraction, compliance, barriers to success, and overall achievements of individual programs. This includes implementing best practices and emerging promising approaches.
- Summarizes grantee quarterly reports, and writes and submits Annual Progress Reports as required by the CTF Board and Federal Grant requirements.
- Communicates by phone, in person or in writing any inconsistencies discovered in monitoring and analyzing quarterly, mid-term and annual reports and proposes corrective actions.
- Provides grantee training and conducts the Annual Peer Review process for the Children's Trust Fund Program.
- At the request of CTF Board, coordinates special projects and tasks such as outcome evaluation/Peer Review, with any private contractors hired by the Children's Trust Fund Board to accomplish board assignments, goals and objectives.
- Coordinate and prepare customized reports in response to legislative interests and specialized research projects related to the prevention of child abuse and neglect.

Physical and Environmental Demands: This job is primarily office based; however, travel throughout the State of Montana is required approximately 20% of the time. This position requires flexibility in scheduling and some work must be performed on weekends.

Knowledge, Skills and Abilities (Behaviors):

Suggested KSA:

- Ability to plan, organize, gather information and conduct research.
- Ability to provide effective and professional customer service.
- Excellent ability to communicate both orally and in writing.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Ability to work as a team player.
- Ability to operate a personal computer and general office equipment as necessary to complete essential functions, including using spreadsheets, word processing, database, email, and other computer programs.

Prefer:

- Knowledge of federal and/or state laws and regulations concerning child abuse and neglect laws.
- Knowledge of grant writing process and/or contract management.

Minimum Qualifications (Education and Experience):

- Bachelor's degree in Social Work, Public Administration, Social Science, Statistics, Human Resources, or a related degree.
- Three years of job-related experience such as researching health issues, non-profit work, grant implementation or other closely related experience.
- Other combinations of directly related education and experience may be considered on a case-by-case basis.

Special Requirements:

List any other special required information for this position

☐ Fingerprint check

☒ Valid driver's license

☐ Background Check

☒ Union Code 061

☐ Other; Describe:

☒ Safety Responsibilities:

1. Complies with the Department's Safety Program as outlined in its Workplace Safety Policy.
2. Observes all safety rules and applies accident prevention principles while performing duties.
3. Reports all workplace accidents or injuries to the supervisor or designee.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor	Title	Date
Vicki Turner	Director, Prevention Resource Center	Nov. 2012

Administrative Review	Title	Date
My signature below indicates that I have read this job description.		

Employee	Title	Date
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Human Resources Review

Job Code Title: Grants Contracts Coordinator **Job Code Number:** 131896 **Pay Band:** 6

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

☐ FLSA Exempt

☐ FLSA Non-Exempt

☐ Telework Available

☐ Telework Not Available

☒ Classification Complete

☐ Organizational Chart attached

Human Resources:

Kathleen Field

Compensation & Classification Spec. Dec. 2012

Signature

Title

Date